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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE OFFICE OF OPERATIONS



Approved for Release 2005/11/21 : CIA-RDP78-00467A000400050002-3

CHIEF

REF ID: A6520

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 RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO. 501-55

DA 1950

25)

DATE PREPARED

1 July 1954

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILE  Consists of correspondence, reports, surveys, charts and other papers which document the policies, procedures, decisions, functions, planning, agreements and other activities of the Office which is responsible for the direct collection of intelligence information from selected overt sources. Filed alphabetically by subject title.  1946 to date  (THIS INCLUDES TOP SECRET)	17 cu. ft.	Legal and letter safes	Permanent. Disposal not authorized. Put off selected files at the end of each year; retain in current files area 1 year; then transfer to CIA Records Center.
2.	TOP SECRET FILES  These are top secret documents which reflect the planning and support for various activities by the Office of Operations. Prior to 1953 these documents were maintained in a separate file. Now being incorporated in regular subject file.  1946 - 1952	3 cu. ft.	Legal safe	To be reviewed by the AD/O for downgrading or destruction. Downgraded material to be incorporated in Item 1.
3.	DAILY DIARIES  Consists of chronology of daily activities of the Assistant Director of Operations and the Deputy Assistant Director of the office. Filed chronologically.  1946 to date	3 cu. ft.	Legal safe	Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely.

SIGNATURE

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF HOLDING EQUIPMENT	DISPOSITION INSTRUCTIONS
4.	LIBRARY REFERENCE MATERIAL  These are bound books, technical manuals, dictionaries and other publications. Used for reference purposes.	6.0	2 Book cases	<i>Temporary</i> Permanent. Retain indefinitely. Return to CIA Library when no longer needed.
5.	BUDGET OFFICER'S FILES  Consists of copies of budget estimates and authorizations, monthly financial reporting statements and monthly allotment ledger sheets. Used in forecasting and planning the activities of the entire office and in disbursing funds for its operations. 1946 - 1954	2 cu ft.	LEGAL Letter safe	Permanent. Disposal not authorized. Cut off at the end of each fiscal year; retain in current files area 2 years; then retire to CIA Records Center.
6.	REFERENCE PUBLICATION FILE  a. These are copies of <u>drafts and final copies</u> of publications produced by the various offices of the Agency or by the Divisions of this Office. Referred for informational purposes. <u>CURRENT FILE</u>  - a. Drafts of publications produced by other offices, mainly, ONE, ORR and OSI. - 1953 - 1954  b. Printed copies of above publications. Filed by Office and numerically thereunder. - Current  d. See next page.	5 cu ft.	Letter safe  Letter safe	<i>Temporary. Destroy when final printed copy is received.</i>  <i>Temporary. Retain in current files area 3 months; then return to distributor for reissue. SEND TO RECORDS CENTER FOR EXTRA COPIES FILE OR DESTRUCTION.</i>  996

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET  
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF STORING EQUIPMENT	DISPOSITION INSTRUCTIONS
6.	REFERENCE PUBLICATION FILE (continued)  6. Copies of FBID's daily report of monitored foreign broadcasts.	2.6 ft	Letter safe	Temporary. Destroy previous copy upon receipt of latest issue. (Except those which are to be retained for lectures and discussion purposes)
7.	COLLECTION DIRECTIVES  Extra copies of requirements served on the Office by other IAC agencies for informational purposes. Other copies sent direct to respective Division by OCD: Current	2	Letter safe	Temporary. Destroy when read.
8.	CONVENIENCE READING FILE  Extra carbon copies of all communications signed by the AD/O or the DAD/O. Used for ready reference. Filed chronologically. 1953 to date	1 Cu. Ft.	Legal letter safe	Permanent. Disposal not authorized. Cut off file at end of each calendar year; retain in current files area 1 year; then transfer to CIA Records Center.
9.	PERSONNEL LOCATOR CARD FILE  A 3 x 5 card file on all employees in the entire Office. Contains the name of the employee, position title, grade, EOD date and date of separation. Filed alphabetically by surname. 1946 to date	1 Cu. Ft.	Legal safe	Temporary. Place in inactive file when employee resigns; retain in current files area 6 months and then destroy.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF HOLDING EQUIPMENT	DISPOSITION INSTRUCTIONS
10.	MAIL LOGS  Retained copies of logs used for recording all classified material received and dispatched by the Office as required by existing security regulations. Maintained chronologically.  a. Top Secret logs maintained by Area Control Officer on in and out movement of top secret material in the entire Office. 1947 to date FORM 240 b. FORM 38-16 used for recording classified material (other than top secret) in and out of the Office of the Chief; ALSO (1960) 38-16 to date PROVIDES COURIER RECEIPT ON ORIGINATING OFFICE COPY. FILED CHRONOLOGICALLY, IN 3X5 BOXES	16.00	Legal safe	Temporary. Disposal not authorized by this schedule. Retain in current files area indefinitely.
11.	DOCUMENT RECEIPTS  These are signed copies of FORM 38-16, Document Receipts, maintained on material transmitted within the Agency or to other government agencies. Filed chronologically. 1947 to date	26.00	Legal safe	Temporary. Destroy after 1 year. Cut off at the end of each year; retain in current files area 1 year and destroy.
12.	COURIER'S CLASSIFIED MAIL RECEIPTS  Copies of mail receipts signed by couriers in picking up mail for delivery to addressees. Filed by courier number.	2.00	Boxes	Temporary. Destroy after 1 year. Cut off file at the end of each year; retain in current files area 1 year; then destroy.  SSG

Contact Division

schedule  
revised

30 January 1958

See new  
schedule

R.D.

To: Doc Dir  
Schedule revised  
June 10, 1959

see new schedule

